

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE: 11/21/2008
CLOSING DATE: 12/05/2008

ANNOUNCEMENT NO. DET-24-9-002
DUTY LOCATION: Detroit, MICHIGAN

IF YOU PREVIOUSLY APPLIED FOR A GEOGRAPHIC SPECIALIST POSITION YOU DO NOT HAVE TO REAPPLY. (PERTAINS TO VACANCY ANNOUNCEMENTS: DET 24-8-005, DET 24-004-8; DET 24-8-027.)

POSITION TITLE:
GEOGRAPHIC SPECIALIST

GRADE AND SALARY RANGE:

GG-0301-05 (\$32,181-\$41,831 steps 01-10)	GG-0301-11 (\$58,996-\$76,695 steps 01-10)
GG-0301-07 (\$39,864-\$51,818 steps 01-10)	GG-0301-12 (\$70,711-\$91,928 steps 01-10)
GG-0301-09 (\$48,761-\$63,395 steps 01-10)	

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

NUMBER OF VACANCIES: A few.

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: *All **Current Census Bureau employees** within the Detroit Region.*

Note: All current employees on a less than one year appointment, such as an LCO employee, must apply to the external posting.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (***see above***).

DUTIES: GEOGRAPHIC SPECIALIST

The incumbent performs geographic support activities for decennial censuses and surveys. Geographic activities include: improvement of the Topologically Integrated Geographic Encoding and Referencing system (TIGER); update of the Master Address File (MAF) for designated areas; maps for use in geographically structuring census operations; and geographic correction activities. In addition the incumbent provides guidance, advice, and assistance to departmental geographers, statisticians, and headquarters personnel. The incumbent will be required to establish and maintain long-term partnerships with state, tribal, and local governments regarding the exchange of paper maps and geo-spatial data including geographic information system (GIS) data and address files. Incumbent will communicate the designs, requirements, and timelines of census programs to federal, state, tribal, and local officials by making telephone calls, attending meetings, and traveling to regional conferences. Participates in training regional office staff to improve use and availability of TIGER. Participates in the hiring and training of interviewer staff to create additional address lists as needed. Incumbent will perform a variety of GIS analysis on data received from local governments to determine suitability for use in the MAF and the TIGER modernization program.

QUALIFICATIONS: To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below:

You may qualify for a position based on your education only, experience only, or a combination of

both – as indicated below.

GG-0301-05: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have three years general experience that demonstrates the ability to: (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) ability to communicate effectively orally and in writing.

Education

Successful completion of a full four-year course of study leading to a bachelor's degree that equipped the applicant with the knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to next lower grade 05 in the federal service. Specialized experience must have provided knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping.

Education

Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to next lower grade 07 in the federal service. Specialized experience must have provided: (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) knowledge of GIS software and concepts of processing digital geographic files.

Education

Two full years of graduate education or master's degree directly related to the position that provided: (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) knowledge of GIS software and concepts of processing digital geographic files. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

Experience

Applicant must have one year of specialized experience equivalent to next lower grade 09 in the federal service. Specialized experience must have provided: (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files.

Education

Three full years of graduate education a Ph.D. directly related to the position that provided: (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files. If you are using education to qualify for a position you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-12: Applicants must have the experience indicated below.

Experience

Applicant must have one year of specialized experience equivalent to next lower grade 11 in the federal service. Specialized experience must have provided: (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files.

Education

No substitution of education for experience is permitted.

HOW TO APPLY: Each applicant must submit:

Step One: The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), or
- b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, or
- c. **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Geographic Specialist), and lowest grade acceptable (i.e. GG-0301-12) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- To qualify based on education submit a copy of your college transcript along with your application
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

Step Two: Complete an [OF-306, Declaration of Federal Employment](#). Fill out in its entirety. Sign block 17a and return with application packet.

Step Three: Each applicant must complete and submit Evaluation Criteria for this position. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation

Criteria questions.)

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Facsimile and emailed applications will not be accepted.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

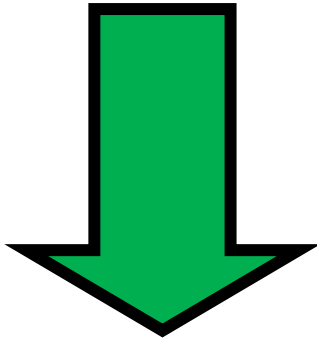
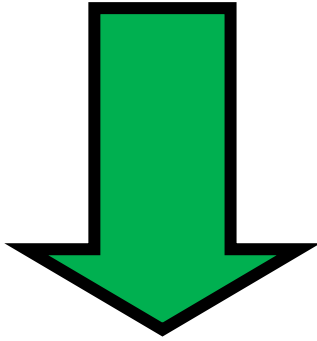
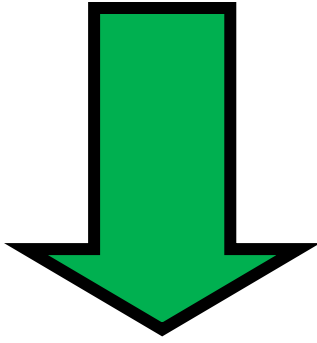
- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA
QUESTIONS THAT NEED TO BE ANSWERED AND RETURNED
WITH EACH APPLICATION.**



**EVALUATION CRITERIA STATEMENT FOR
GEOGRAPHIC SPECIALIST**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

Applicants are required to complete the following:
In the space below, write your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.)

1. Demonstrated skills in oral and written communication including: writing technical program guidelines and procedures, conducting program evaluations, planning and conducting technical workshops and meetings, and evaluating geographic operational procedures.

2. Demonstrated experience in manipulating raster and vector data within ESRI ArcGIS. Including: vector re-projection, metadata documentation, raster overlay, topological evaluation, nearest neighbor analysis, buffer analysis, data conversion, and statistical analysis.

3. Experience in data processing including: Microsoft Access, Excel, Oracle/ SQL, tabular data manipulation, data extraction/data mining, network database communications, and distributed computing environments.